



Code: 0102

Family: Accounting and Finance

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Accounting and Auditing

CLASS TITLE: ACCOUNTANT II

CHARACTERISTICS OF THE CLASS

Under supervision, performs professional accounting duties at the intermediate level where the position works independently on moderately complex accounting assignments, and performs related duties as required

ESSENTIAL DUTIES

- Codes, records, and updates journal entries (e.g., expenditures, account transfers, budget revisions) using manual and computerized spreadsheets
- Audits financial documents to ensure entries are accurate, appropriately allocated to accounts, and comply with contract and funding guidelines, and documents errors and reconciles accounts, as required
- Monitors account balances and adjusts spending levels and fund re-allocations to ensure the availability of funds to cover expenditures
- Prepares various reports (e.g., program and operating budgets, financial statements, balance sheets, financial reports) of a moderately complex nature using computer spreadsheets
- Analyzes historical records and anticipated economic trends and forecasts future expenses and revenues
- Participates in the compilation and analysis of fiscal data for inclusion in complex financial reports
- Processes payments for various parties (e.g., editing, reapplying, and confirming receipt of payments, processing direct and order payment vouchers for grant-funded programs)

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Accounting or a directly related field with 15 semester hours in Accounting, plus one year of professional accounting experience; or an equivalent combination of education, training and experience, provided that the minimum degree requirement is met.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)

- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- *generally accepted accounting and auditing principles, methods, practices, and procedures
- *applicable financial analysis principles, methods, practices, and procedures
- applicable computer software packages (e.g., accounting software, data management software) and applications
- *applicable mathematical principles and applications
- budget preparation and management methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

Other knowledge as required for successful performance in the Accountant I class

Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MATHEMATICS - Use mathematics to solve problems
- COORDINATION WITH OTHERS - Adjust actions in relation to others' actions

Other skills as required for successful performance in the Accountant I class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- CONCENTRATE - Concentrate on a task over a period of time without being distracted
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REASON MATHEMATICALLY - Choose the right mathematical methods or formulas to solve a problem

Other abilities as required for successful performance in the Accountant I class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources

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